



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	December 17, 2015	<b>Closing Date:</b>	December 31, 2015
<b>Job Title:</b>	Courier/Office Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	001287	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 1, Baltimore City Baltimore, Maryland	<b>Grade/Salary:</b>	J05 \$32,404 - \$34,289 <b>(Depending on Qualifications)</b>
		<b>Financial Disclosure:</b>	No

**Essential functions:** The Courier/Office Clerk delivers and transports District Court mail and supplies to various court locations in addition to other state and city government offices in Baltimore City. The Courier/Office Clerk assists in moving furniture, equipment and court files between court locations, takes vehicle for scheduled service maintenance, operates the vehicle in a safe manner; adhering to Maryland traffic laws at all times, and ensures the vehicle is functioning properly. This position also assists the public, police, and attorneys pertaining to case information via telephone or information counter, responds to inquiries regarding the proper completion of various court related forms, and provides information regarding court policies and procedures. In addition, this position prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures, updates existing case information into the District Court's data systems, assists in closing files and preparation for stripping, storage, and destruction, as well as opens, sorts, and distributes mail to the appropriate section of the court. The incumbent performs other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Minimum of two years of related work experience to include one year of general clerical experience.

**Preferred:** Knowledge and extensive experience driving a delivery truck or van in the Central Maryland area. Prior work experience as a Mail/Delivery Clerk, Courier, Transporter or similar occupation is highly desired.

**Skills/Abilities:** Knowledge of District Court procedures, rules, practices, and regulations. Knowledge of office practices, procedures, and equipment. Ability to drive a truck and/or van and understanding of the appropriate use of all District Court forms used in a courtroom. Ability to travel and work outside in all types of weather. Must be able to follow written and oral instructions. Ability to learn mail handling and parcel distribution procedures and routes. Ability to operate a hand truck and/or types of equipment to move and transport items. Ability to lift and move large objects weighing up to 70 pounds unassisted and 100 pounds assisted. Ability to adjust to changes in duties and assignments. Ability to multi-task and prioritize responsibilities. Ability to operate a personal computer. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to perform the essential functions of the position. **Must possess and maintain a valid Maryland driver's license with no more than 2 points.**

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.